

For: State Offices

Contracting Officer Training

Approved by: Deputy Administrator, Management



1 Overview

A

Background

All contracting officers are required to obtain 40 hours of procurement maintenance training between January 1, 2000, and December 30, 2002. To ensure that all contracting officers have an opportunity to obtain this required training, MSD has arranged for 3 training sessions this year.

B

Purpose

This notice informs State Offices that MSD has scheduled the second Advanced Simplified Acquisition training classes for the week of July 15 through 19, 2002.

Disposal Date

August 1, 2002

Distribution

State Offices

Notice AS-2041

2 Training Class Participants and Tentative Date

A

**Contracting
Officers Needing
Training**

Because of the number of contracting officers needing training this year and the feedback received from participants in previously held training classes, participants will be selected for each training session based on experience and training.

For this training session, those who have at least 1 previous training class will be selected to attend.

See Exhibit 1 for a list of participants for this session.

B

**Confirm
Attendance**

There are approximately 30 spaces available for the training. Contracting officers listed in Exhibit 1 shall contact Diane M. Cudd, MSD, on 202-690-1061 no later than May 20, 2002, to reserve space for the training. Those who are not able to attend this session will be included on the list for the other class in 2002.

C

**Training
Location**

As soon as the training course arrangements are final, a notice will be sent to all participants with the information necessary to make travel arrangements.

Training Class Participants

The following individuals have been selected to participate in the second training session. Contact Diane M. Cudd according to subparagraph 2 B if unable to attend.

State Office	Participants
Alabama	Betty Stevens
Arizona	Grace Lamas
California	Thomas Rushton
Colorado	Jean Kimber
Delaware	Robin Talley
Florida	Gerald Johnson
Georgia	Kula Moore
Idaho	Ida Beal
Illinois	Lisa Rothschild
Iowa	Jerry Barten
Louisiana	Christine Normand
Maine	Linda Testa
Michigan	Robert Fandel
Minnesota	Kathy Jo Schmuhl
Montana	Dick Deschamps
Nebraska	Tim Neuman
Nevada	Diane Prowker
New Hampshire	Linda Grames
New York	Penny Froelick Nancy DeJohn
North Carolina	John Hampton Steve Riddick
Oklahoma	Nita Morris Amanda Tye
Pennsylvania	John Cameron
Tennessee	J.R. Kelley

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Training Class Participants (Continued)

State Office	Participants
Texas	James Douglass Ron Miller
Vermont	Sue Monoham
Virginia	Dana Bryd
Washington	Vicki McCalip Andy Slipper
Wyoming	Donna Kramer
ITSD	DeLayne Gravelle Tonya Johnson-Garner
